

Approved 9/2/10

May 13, 2010

PERSONNEL COMMITTEE MEETING MINUTES

At 6:02 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Mary Gould and Deborah Christen. Absent was Dawn Cacciotti. The May 6, 2010 scheduled meeting was cancelled.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: A new hire was received from the Fire Department – Kelly Newton, On-call EMT, Grade 16, Step 1, 15.79/hour, effective 2/2/10.
4. Review of Previous Meeting Minutes: The minutes of March 4, 2010 (1st William M., 2nd Deb C.), March 11, 2010 (1st Deb C., 2nd William M.), April 8, 2010 (1st William M., 2nd Deb C.), and April 29, 2010 (1st Mary G., 2nd Deb C.) were reviewed and approved.

Current Business:

1. Salary Admin. Bylaw – Salary Schedule: Bylaw was accepted at the Annual Town Meeting on May 1, 2010 to be effective Fiscal Year 2012. Several employees were questioning what will be in effect for the next Fiscal Year (July 2010 to June 2011).
2. Job Description Format, Project: Dawn was not at meeting, passed over.
3. Discussion on and Review of Progress on LPC Initiatives: Mary gave Chair binders of job descriptions and previous actions. Chair expressed concern about emails (10 year keeping) and will speak to Town Manager about a town e-mail account for the LPC. Chair expressed thanks to Mary for her help and will be missed by the LPC. Chair will also speak to Town Manager about Human Resources responsibility (contact for information, etc.)
4. Calendar of Events: Okay, Chair will put on website (from draft by William).
5. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format, Review and revise LPC initiatives for 2011, Review progress on initiatives, and Next Meeting.

The next scheduled meeting will be on June 3, at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Mary made motion, Deb seconded) at 6:33 p.m.

Respectfully submitted,

Deborah Christen, Secretary

RECEIVED & FILED

SEP 08 2010

**LUNENBURG TOWN
CLERK OFFICE**